

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON 25, D. C.

May 17, 1955

DEPARTMENTAL CIRCULAR NO. 800

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

SUBJECT: ANNUAL REPORT ON INCENTIVE AWARDS

OPM Declassification/Release Instructions on File

The Government Employees' Incentive Awards Act requires the Civil Service Commission to make an annual report to the President, for transmittal to the Congress, on the results of the incentive awards program, with any related recommendations. To provide data for this report agencies were informed through Chapter I-4 of the Federal Personnel Manual that a report would be required from them by September 1 each year on the previous fiscal year's operation of their incentive awards program. Transmittal Sheet No. 477 for the Federal Personnel Manual stated that the first report, due September 1, 1955, will cover only the period from November 30, 1954 through June 30, 1955. It also stated that the report would be made on Standard Form 69.

Copies of the draft of Standard Form 69 were furnished to the agencies some time ago. The form has been approved by the Bureau of the Budget. A sample copy is attached.

Contact with the larger agencies has indicated that relatively small quantities of this form will be used. It is being stocked by the Commission and copies may now be obtained from the Commission's Office Services Division, (telephone code 171, extension 4376).

The form contains general instructions needed in executing the report. All awards and honorary recognition which contribute to an effective incentive program for employees may be reported.

Section E of the report is particularly important. It should provide a general narrative evaluation and summary of the agency's program for the previous year covering but not limited to:

Significant items of program progress during the year.
Effectiveness of program in stimulating agency improvements.
Administrative problems encountered in operation of the program.
Adequacy of present law and Commission regulations on the program.
Proposals for improving the program within the agency or government-wide.

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In executing the statistical sections of the form, it is necessary that some portions balance with others. Examples are:

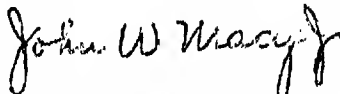
In Section A the total of cases pending at the start of the year plus cases received should equal the total of cases disposed of through approval, rejection or referral, plus cases pending at the close of the year.

In Section B the total of item B-1 should be the same as the total for B-2 or for B-3.

In Section C the total for item C-1 in the column headed "Total (all honorary awards except 'length of service')" should be the same as the total for item 2A plus 2B.

In Section D the total of D-1 plus D-2 should equal the total under D-3.

Any inquiries concerning this letter should be directed to the Incentive Awards Office, U. S. Civil Service Commission, Washington 25, D. C. (telephone Mr. Roth, code 171, extension 5821).



John W. Macy, Jr.
Executive Director

Attachment: 1 copy Standard Form 69

Distribution: 3 copies to headquarters of agencies only
3 copies to Commission's Regional and Branch Offices
1 copy to each central office bureau director and Staff official
1 copy to each Incentive Awards Liaison Officer.